

ARTICLE 7

UNION USE OF OFFICIAL FACILITIES AND SERVICES

1. Union Office Space and Equipment:

- a. The Union shall be responsible for the proper use and care of the facilities, services, and equipment provided in this Article.
- b. Upon request, each Local and each Forest Service Council (FSC) officer shall be provided reasonable office space and equipment to conduct representational functions. Union office space shall be reasonably private and secure to assure confidentiality of records and conversations. Office equipment will include telephone service, a computer system, and standard office furniture.
- c. Office space to be used by the Union is a subject for local bargaining. The Parties' intent is to provide exclusive office space subject to space limitations, cost considerations, or low Union activity that may make such exclusive use unwarranted. In such cases, the agency will, upon request by the Union, provide nonexclusive office space that is reasonably private and secure. In cases where a Union official already has an assigned exclusive office for his or her normal work activities, such space may meet this requirement. Security of confidential materials may be assured by providing filing or storage cabinets capable of being locked. For internal security, maintenance and custodial purposes, Management will retain access to any exclusive office space it provides.

2. Union Use of Electronic Communication Systems:

- a. Union officials employed by the Forest Service will be allowed to use agency equipment to communicate with Union officials and members of the Bargaining Unit as provided for in this section. Use of communications systems will be consistent with applicable laws and

regulations. The Parties agree that communications between Management and the Union over electronic communications will be professional. Communications systems are defined as the computer system, video teleconferencing (if available), fax, and land-line phone system. Additional communications systems may be furnished by the Forest Service (for example, pagers, personal desktop assistants (PDA), cellular phones, and lap-top computers) subject to negotiations at the appropriate level.

- b. Union officials will be authorized to use communications systems for representational purposes as defined in Article 5.5.a. Such use will be permitted on official time.
- c. Subject to the provisions in Subsections (1) thru (3) below, Union officials will be authorized the use of communications systems for internal Union business for such purposes as information sharing and to prepare/send newsletters. This use may be done provided that such document preparation, distribution, and reading is done on nonduty time. All documents that contain internal business topics will be transmitted with a message such as, "Contains internal Union business information—document has been prepared and distributed on nonduty time. Reading and any subsequent action by the recipient must be done on nonduty time."

(1) Uses of communications systems for Union membership drives must be requested in advance and agreed to by the parties at the appropriate level per Article 5.7.

(2) If not prohibited by law or regulation, the use of communications systems for conducting elections of Union officers and communication with Congress on conditions of employment for Bargaining Unit employees may be permitted subject to negotiation at the appropriate level.

(3) Use of the communications systems for organizational drives is not authorized.

- d. Communications profiles or directories used by Union officials shall be confidential. Management will not initiate access of any Union profiles except for an internal security investigation or to delete the profile. Prior to deletion, the Union will be notified and given an opportunity to be present.
- e. The Union agrees to effectively utilize and manage its communications space through coordination of mailings and archiving or deleting unnecessary files.

3. Mail Service:

- a. The internal mail distribution service of Management shall be available for reasonable use by the Union.
- b. For representational functions, Management will provide and pay for mail service including the U.S. mail and messenger service operated by the U.S. Postal Service, use of the U.S. mail under the indicia and certified mail, as well as any other delivery system (See Article 5) the agency utilizes. The name and local Union or the name and title of a FSC officer, as well as his or her address, will be placed on the top, left-hand side of the envelope.

4. Posting of Information:

- a. Bulletin board space of at least 24 by 36 inches for posting notices and literature, limited to National Federation of Federal Employees (NFFE) Local use only, will be available at each location where there is an employee information bulletin board.
- b. Additional bulletin boards and/or space on a bulletin board may be negotiated at the local level.
- c. Management will provide space on the Agency intranet for the Union to post and maintain information.

5. List of Employees: Upon request, Management agrees to furnish to the Union, at the appropriate level, usually not more than quarterly, an up-to-date list of employees in the organizational unit showing name, position, title, grade, step, Bargaining Unit Status (BUS) code, Fair Labor Standards Act code, and official duty station. Bi-annually, the NFFE-FSC Secretary-Treasurer will be provided with bargaining unit employee Agency email addresses.

6. Publications: Management agrees to provide to Union representatives and employees internet access to information such as the Forest Service Manuals (FSM), Position Classification Standards, and other publications. When the availability of the above information changes, it is an appropriate subject for impact and implementation bargaining under Article 11. Access to other reference materials may be negotiated at the appropriate level unless prohibited by law, rule, or regulation.

7. Government-Owned or -Leased Transportation:

A Union representative performing union representational functions on official time may choose to use Government-owned or -leased transportation provided:

- a. Transportation is available or a seat is available at no additional cost and
- b. The Union representative has made reasonable efforts to resolve the matter through the use of current communication technologies.